

**NORTH EUGENE HIGH SCHOOL
REQUEST FOR FIELD TRIP**

Teacher: _____ Date of Request: _____

Course/Program: _____ # of Travelers: _____

Date of Field Trip: _____ Departure Time: _____ Return Time: _____

Destination: _____

Is Field Trip Out of State? Yes: _____ No: _____

If your trip is out of state then you must have school district approval 3 months prior to the departure date.

Purpose of Field Trip:

Substitute needed? Yes _____ No _____ Funding Code for Sub: _____

Method of Transportation: Bus _____ Private Automobile (form required) _____

Name(s) of staff members who will supervise the field trip:

Name(s) of non-staff adults who will be going on the field trip:

*****All chaperones must have a current 4J background history check on file***

1. Attach a list of names that will be going on the field trip.
2. Submit request to Iton at least 10 days prior to the date of departure (100 days prior to out of state trip)
3. Submit completed field trip check list.

ADMINSTRATIVE ACTION: (To be completed by the principal)

Out of State District Approval Signature (If necessary)

BJ Blake, Director of Secondary Instruction: _____ Date _____

_____ Field Trip Request Approved

_____ Field Trip Request Denied

Comments:

Principal's Signature

INSTRUCTIONS SUBSEQUENT TO APPROVAL:

1. Schedule substitute teacher through AESOP
2. Make sure student(s) has permission to go on field trip.
3. All district requirements must be met.
4. Complete online request via Google Docs. No field trips the week prior to Final exams*